



Outlook 2010 for Windows General and Advanced Options



Outlook General and Advanced Options

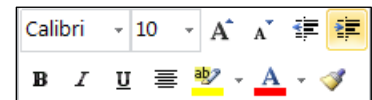
Please Note: the Outlook 2010 text editor is Word 2010.

Many of the **General** and **Advanced** options are set by the Outlook Exchange Administrators and should not be changed. Below is a select list of features you may want to change to adjust Outlook behavior.

General Options

Click **File Tab | Options | General**.

- Click the **checkbox** to select **Show Mini Toolbar on selection** to display the mini formatting toolbar when selecting text (shown right). The toolbar helps to quickly work with fonts, alignment, text color, indenting and bullets.
- Click the **checkbox** to select **Enable Live Preview** to see a preview of how formatting options, such as font changes and Quick Styles, will look before you commit to them.
- Click the **Color Scheme drop-down arrow** to select the desired color as **Blue**, **Silver** or **Black**.
- Click to select the **ScreenTip style** as **Show feature descriptions in ScreenTips**, **Don't show feature descriptions in ScreenTips**, or **Don't show ScreenTips**.
- Enter the Outlook **User name** and **Initials**.



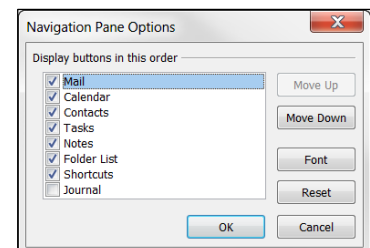
Do not change the Start up options. Ensure Outlook is the default program for E-mail, Contacts, and Calendar.

Advanced Options

Advanced options include features to adjust how Outlook displays and responds.

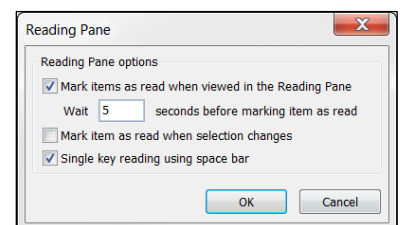
Navigation Pane Options

- In **Outlook panes**, click **Navigation Pane**. The *Navigation Pane Options* dialog box displays (shown right).
 - Click to select the **checkbox** for the items to be displayed in the *Navigation Pane*.
 - Click **Move Up** and **Move Down** to change the order of the icons.
 - Click **Font** to change the font of the items displayed in the *Navigation Pane*.
 - Click **Reset** to return to the default settings.
- Click **OK**.



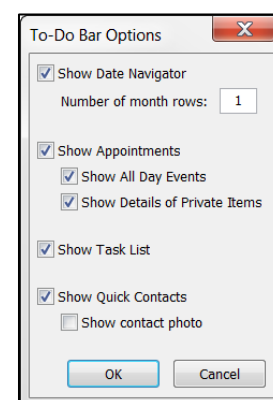
Reading Pane Options

- In **Outlook panes**, click **Reading Pane**. The *Reading Pane* dialog box displays (shown right).
 - Select the **checkbox** for **Mark items as read when viewed in the Reading Pane** if desired.
 - Enter a value in the **Wait [] seconds before marking item as read**.
 - Select the **checkbox** for **Mark item as read when selection changes** if desired.
 - Select the **checkbox** for **Single key reading using space bar** if desired.
- Click **OK**.



To-Do Bar Options

1. In **Outlook panes**, click **To-Do Bar**. The *To-Do Bar Options* dialog box will display (shown right).
 - Select the **checkbox** for **Show Date Navigator** to include the monthly calendar in the **To-do Bar**.
 - **Enter a value of months** to display in the **Number of month rows** field.
 - Click to select the **checkbox** for **Show Appointments** to include a list of daily appointments.
 - Click to select the **checkbox** for **Show All Day Events** to include them in the Appointments list.
 - Click to select the **checkbox** for **Show Details of Private Items** to include that data in the Appointments list.
 - Click to select the **checkbox** for **Show Quick Contacts** to include a list of recently contacted parties.
2. Click **OK**.



Additional Advanced Options

- Click to select the **checkbox** for **Empty Deleted Item folder when exiting Outlook** if desired.
- In **AutoArchive**, click **AutoArchive Settings** to set up and enable AutoArchiving. (AutoArchive is discussed in detail in the Outlook 2010 Data Management QRG 10 – Outside the Mailbox.)
- In **Reminders**, click to select the **checkbox** for **Show reminders** and click **Browse** to select the sound to play if **Play reminder sound** is enabled.
- In **Export**, click **Export** to import into or export out of Outlook. The *Import and Export Wizard* begins. Import and Export are described in detail in the Outlook 2010 for Windows QRG – Outlook Import and Export (coming soon).
- In **RSS Feeds**, click to select the **checkbox** to enable/disable the option **Any RSS Feed item that is updated appears as new** or **Synchronize RSS Feeds to the Common Feed List (CFL) in Windows**.
- In **Send and receive**, ensure the checkbox is selected for **Send immediately when connected**. Click **Send/Receive** to adjust the settings.
- In **International options**, users can adjust how Outlook handles international e-mails.
- In **Other options**, users can edit settings to:
 - **Set Quick Click category** by clicking **Quick Click** and selecting the category to use.
 - Click to select the **checkbox** for **Prompt for confirmation before permanently deleting items**.
 - Click to select the **checkbox** for **Troubleshooting logging** (requires Outlook restart).
 - Click to select the **checkbox** for **Use animations when expanding conversations and groups**.